

State of California Multi-Hazard Mitigation Plan

OES Website Download Instructions

Introduction There are two parts to downloading the Plan in order to ensure the ability to enable the hyperlinks within the Plan. These are

1. Download the Plan from the OES web site.
2. Save the Plan and appendices as on your computer hard drive as Word documents.

This procedure will provide step-by-step instructions to ensure electronic usability of the Plan.

IMPORTANT! You must download all the appendices as well as the plan onto your computer using these instructions for the hyperlinks to work.

Part 1. Download The Plan From The OES Web Site Follow the steps below to download the Plan from the website.
It is important to follow all the instructions below, or the files will not be saved to your hard drive.

Step	Action
1	Right-click on the links below.
2	Select “Save Target As” (Internet Explorer) or “Save Link As” (Netscape).
3	You will be prompted to save your file on your hard drive. Choose a location and click the “Save” button.
4	Many of these files have been compressed using WinZip to improve download time. You can open the files using WinZip for free. To download WinZip, go to winzip.com.
5	At this point, the documents will appear on your computer as Zip files. Continue to Part 2 to transform the files as Word documents.

Part 2. Save Plan and Appendices as Word Documents It is essential that you transform the Plan and appendices from Zip files to Word documents to enable the hyperlinks in the document.
Follow the steps below to save the Plan and appendices on your hard drive as Word documents.

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OES Website Download Instructions, Continued

Step	Action
1	Double click your mouse on the document. A box will pop up titled “WinZip.”
2	Download WinZip. To download WinZip for free, click the “Use Evaluation Version” button.
3	A dialog box will appear titled “WinZip Wizard - Welcome.” Click “Next.”
4	A dialog box will appear titled “WinZip Wizard - Welcome.” Click “Next.”
5	A dialog box will appear titled “WinZip Wizard - Welcome.” Click “Next.”
6	A third box will appear titled “Unzip [State Hazard Mitigation Plan.zip]” or [Chapter # Appendices.zip]
7	In the middle of the dialog box is a button called “Select Different Folder...” Click this button.
8	In the middle of the dialog box is a button called “Select Different Folder...” Click this button.
9	In the middle of the dialog box is a button called “Select Different Folder...” Click this button.
10	A fourth dialog box will appear titled “Unzip.” Click “Unzip Now.”
11	A window will appear displaying the Word documents you saved where you saved them. Confirm that the Word document has appeared. Then if you wish, you may delete the original zip file.
12	Back in the WinZip dialog box, click “Finish.”
13	Follow the steps again to save the other documents/appendices as Word documents.
14	After you have downloaded and saved the Plan and appendices as Word documents, test the hyperlinks in the Plan to ensure they are working.

If The Hyperlinks Still Don't Work

You can request a free CD version of the State Multi-Hazard Mitigation Plan by clicking the [Click to Request CD](#) button in the OES website, or by calling (916) 845-8150.
